



USAID | NIGERIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062019R10009

ISSUANCE DATE: April 12, 2019

CLOSING DATE/TIME: April 29, 2019

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) USAID Project Management Specialist (Laboratory/Supply Chain)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,
Contracting Officer

U.S. Agency for International Development
C/O American Embassy,
Plot 1075 Diplomatic Drive,
Central Business District, Abuja
P.M.B. 519, Garki, Abuja.

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I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72062019R10009
- 2. ISSUANCE DATE:** April 12, 2019
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** April 29, 2019
- 4. POSITION TITLE:** USAID Project Management Specialist (Laboratory/Supply Chain)
- 5. MARKET VALUE:** N11,335,349.00 – N17, 089,363.00 equivalent to FSN-10; 40 Hours per week. In accordance with AIDAR Appendix J and the Local Compensation Plan of United States Mission, Nigeria (Effective July 8, 2018). Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** Five (5) years renewable
- 7. PLACE OF PERFORMANCE:** Abuja, Nigeria with possible travel as stated in the Statement of Work.
- 8. SECURITY LEVEL REQUIRED:** Sensitive But Unclassified (SBU)
- 9. STATEMENT OF DUTIES**

BASIC FUNCTION OF THE POSITION:

The USAID Project Management Specialist (Laboratory/Supply Chain) (PMS Lab/SC) reports to the Logistics Commodity Pharmaceutical Manager in the Office of HIV/AIDS & TB. S/he ensures effective management of laboratory diagnostic services for HIV/AIDS and TB; and strengthens logistic and commodity systems so that life-saving HIV/AIDS and TB drugs and supplies are available to targeted beneficiaries in Nigeria. The job holder is required to perform work-related travel.

MAJOR DUTIES AND RESPONSIBILITIES:

a. Technical Support (40%)

The PMS Lab/SC maintains up-to-date detailed knowledge of supply chain approaches; total market approaches that consider donated goods; as well as retail sales and private sector supply chain solutions, including for laboratory logistics. S/he remains current on international-standard clinical laboratory practices; and on epidemiological, political, and global trends related to public health work, with the ability to analyze those trends in relation to their impact on relevant USAID programs in Nigeria. Based on an in-depth understanding of USAID policy and program objectives and priorities, the PMS Lab/SC prepares technical and policy analyses, evaluates sectoral issues,

and provides input to the USAID Mission with respect to commodities logistics and laboratory diagnostics.

The job holder liaises with, and contributes technical expertise to, the US Government inter-agency team, the GON, development partners and private sector stakeholders to support efforts to rapidly increase HIV/AIDS and TB laboratory diagnosis and monitoring and associated sample transport network programs in Nigeria. This includes HIV and TB testing diagnostic algorithms; CD4 and viral load monitoring; and GeneXpert Technology. S/he analyzes lab equipment use and provides guidance and recommendations on more efficient use of new and existing lab technologies, including helping to develop protocols and guidelines for international best practices. S/he collaborates closely with the Drugs and Logistics Manager and the Antiretroviral Therapy Manager, as well as other relevant staff, on improved use of lab logistics data in determining needs and ensuring uninterrupted supplies of commodities. The job holder coordinates with USAID Implementing Partners (IPs) on efficient laboratory referral and sample transport mechanisms for HIV/AIDS and TB management.

b. Project Management (35%)

The PMS Lab/SC works closely with implementing partners to ensure that high-quality laboratory and supply chain services are provided in accordance with national and international standards. S/he monitors and evaluates ongoing programs through regular meetings with relevant implementing partner staff; site visits and analysis of reports and data. S/he works in close collaboration with activity managers to ensure coordination, promote synergies, and avoid duplication of efforts. The job holder supports the development and approval of implementing partner work plans; Performance Monitoring Plans; portfolio reviews; routine quarterly and annual reports; and other reports as needed. S/he organizes field trips to meet with relevant government counterparts; conducts monitoring visits; and hosts and attends workshops to understand emerging Nigerian and global trends. The job holder participates in quality assurance and quality control of laboratory activities for the HIV/AIDS and TB portfolio.

c. Data Collection and Analysis (25%)

The PMS Lab/SC ensures that performance monitoring systems are in place for HIV/AIDS and TB supply chain and laboratory activities, and that reliable indicators of portfolio impact are established and measured. S/he collects and monitors performance data on an ongoing basis and prepares reports of program/project progress, as needed. This includes evaluating laboratory information and report results to optimize PLHIV enrolled in treatment and monitoring for viral suppression, early infant diagnosis and TB diagnosis. S/he assesses progress in achieving outputs and results for the USG inter-agency Supply Chain Technical Working Group, the national Supply Chain Technical Working Group and relevant private sector working groups. S/he regularly reviews results indicators and activity implementation to highlight achievements and identify problem areas, guiding the formulation and implementation of solutions. The job holder summarizes information and conclusions in written and oral form for presentation to senior USG and other decision makers and for incorporation into other USAID activity documents as required. S/he prepares written reports that reflect a sound understanding of assigned areas of responsibility and that clearly document a wide variety of sources and points of view that have been consulted in undertaking analyses and drawing conclusions.

SUPERVISORY RELATIONSHIP:

The Lab/SC PMS works under the direct supervision of the Logistics Commodities Pharmaceutical Manager who provides overall objectives and expected results to be achieved, assigns specific tasks, provides suggested approaches to consider and reviews completed reports and assignments. Assignments are made orally and in writing. Achievements are regularly reviewed and feedback provided.

SUPERVISORY CONTROLS:

Full supervision of other USAID staff is not contemplated. The exercise of administrative supervision and technical guidance to technical office staff on laboratory and supply chain management techniques is contemplated.

10. AREA OF CONSIDERATION: Offerors must be Nigerian citizens.

11. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. **Education:** Minimum of Bachelor's degree in Pharmacy (B. Pharm); Medical Laboratory Science (BMLS); Biochemistry/ Microbiology; Supply Chain Management; or other related discipline is required.

b. **Prior Work Experience:** A minimum of five years of progressively responsible professional-level experience in supply chain logistics, pharmaceutical management or laboratory management is required. At least two years of this experience should be in the management, planning, development, implementation, and evaluation of health or international development programs. At least one year must include experience in the delivery of TB and HIV commodities, laboratory diagnostic activities and collaborating with other international development partners, governments or private sector stakeholders.

c. **Language Proficiency:** Level IV fluency in English for speaking, reading and writing is required.

d. **Job Knowledge:** Expert knowledge of the major issues affecting the supply of health commodities through health systems in Nigeria and a sound understanding of modern pharmaceutical supply management practices along with demonstrated knowledge of existing public health programs in Nigeria is required. Familiarity with private sector supply chains and private sector labs. Knowledge of global best practices for diagnosis and monitoring of HIV-positive patients on antiretroviral therapy is required, including experience with monitoring CD4 levels; diagnosis of opportunistic infections including TB; viral load testing and GeneXpert technology is required. Knowledge of USAID programming, processes, documentation and business practices will be an added advantage.

f. **Skills and Abilities:** Strong interpersonal skills, including ability to work effectively in a team and with mid and senior level public and private sector officials, implementing partners and other development partners, are required. Applicants must demonstrate that they are able to develop effective project manager relationships with implementing partners. Excellent organizational skills and the ability to multi-task and stay organized in a complex, frequently changing environment is a requirement. Demonstrated advanced analytical skills and problem solving, as well as the ability to effectively manage stress and conflict. Experience in managing and supervising professional project management staff within a culturally diverse international setting is desirable. An applicant is expected to have the following minimum computer skills: fully functional in Windows, MS Excel, word processing and PowerPoint; and fully functional in using the internet to solve problems and research information, such as regulatory guidance.

EVALUATION AND SELECTION FACTORS

After the closing date for receipt of applications, all applications will initially be screened for adherence to application instructions and conformity with minimum qualifications expressed in Section II, and a short list of applicants will be developed.

Following this initial review and short listing, a Technical Evaluation Committee (TEC) will be convened to review eligible applications and evaluate them in accordance with the evaluation factors. Applications from candidates which do not meet the minimum requirements will not be scored. Those applications from qualified offerors meeting the required minimum qualifications will be assessed based on the following selection/evaluation factors:

1. Education (10 points)
2. Prior Work Experience (20 points)
3. Language Proficiency (10 points)
4. Job Knowledge (30 points)
5. Skills and abilities (30 points)

Total Possible Points: 100 points

Applications determined to be competitively ranked may be further evaluated based on interview performance, written assessments and/or satisfactory professional reference checks.

USAID reserves the right to interview only the highest ranked applicants in person or by phone OR not to interview any candidate.

Reference checks will be made only for offerors considered as finalist.

Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

III. PRESENTING AN OFFER

Offerors are requested to submit application package to: abujahr@usaid.gov

1. Eligible Offerors are required to complete and submit the offer form DS-174 (Application for US Federal Employment); or a current resume or curriculum vitae that provides the same information as a DS-174.

Any documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, NYSC certificate/exemption etc.).

A type-written and signed application letter specifically applying for this position, and addressing the minimum requirements as advertised. Please reference the job title and announcement number on the application letter.

Limit all electronic (e-mail) submission to one entry/email not larger than 5MB. Please submit attachments in PDF and Word formats, not pictures.

E-mails received without the appropriate subject line and incomplete applications will not be considered.

2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section IV**.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

IV. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Medical History and Examination Form (Department of State Forms)
2. RSO Security Questionnaire
3. BI Guide Questionnaire
4. THOR Enrollment Intake Form

V. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:
 - a. Health Insurance
 - b. Annual Salary Increase (if applicable)

- c. Annual and Sick leave
 - d. Annual Bonus
2. ALLOWANCES (as applicable):
- a. Transportation Allowance
 - b. Meal Allowance
 - c. Miscellaneous Allowance
 - d. Housing Allowance

VI. TAXES

The Mission emphasize to its employees of the fact that they are obliged to observe Nigerian Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Nigerian Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary.

VII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.
2. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
3. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.